

UNITED WAY OF GREATER CLEVELAND
WORKPLACE CAMPAIGN
PLANNING CHECKLIST



Every company and campaign is different, and the DonorPoint donation platform is flexible and customizable to meet the needs of your individual company. This checklist is a tool to assist you in developing and running a successful campaign. You will be asked a series of questions regarding your workplace campaign that will be used to build a company-specific workplace campaign plan for your organization. Providing the materials below will help you, your team and United Way of Greater Cleveland (UWGC) determine your specific needs. If you have any questions, please contact your UWGC Account Manager.

Company Name:.....

CHECK LIST OF THINGS YOU NEED TO PROVIDE TO BUILD YOUR DONORPOINT WORKPLACE CAMPAIGN

Campaign Launch Date:

ITEM	OPTIONAL OR MANDATORY	DATE NEEDED
DonorPoint Campaign Planning Document	Mandatory	6 weeks before launch -
Campaign Communications Planning Document	Mandatory	4 weeks before launch -
Company logo (in PNG format)	Mandatory	4 weeks before launch -
Employee File*	Mandatory	4 weeks before launch -
Goal amounts	Optional	4 weeks before launch -
Campaign Wrap-up Message (in MS Word file)	Optional	At campaign end -
E-mail messages (Launch and Reminder in MS Word file)	Optional	1 week before launch -

*Please review the Employee File Template. Your help in providing employee data to the specifications listed greatly facilitates our processing campaign results.

Failure to provide any of the above items in the time frame specified will result in a delay in launching the DonorPoint site.

For United Way of Greater Cleveland Use Only

Company Name:.....

Company FRID:.....

UWGC Account Manager:.....

Employee Campaign Manager:.....